



# EMPLOYMENT OPPORTUNITY

The Seminole County Supervisor of Elections Office is recruiting for the following position:

## **ELECTION SYSTEMS TECHNICIAN**

### **GENERAL DESCRIPTION:**

This position is responsible for providing support for Election Office systems used for conducting and preparing for elections, and voter outreach programs. Responsibilities include: Programming and operating Election Office voting systems and voter registration systems; Maintaining and testing voting equipment; Training and assisting Elections Office staff and voters in the use of voting systems; Voter outreach support, including demonstrations to the general public.

### **MINIMUM QUALIFICATIONS:**

- Associate's Degree in Computer Science or a related field.
- Two years experience in computer systems hardware configuration and setup.
- Knowledge of Microsoft Windows operating systems.
- Proficient in all Microsoft Office applications, and skilled in applying programming logic.
- Ability to create and maintain tracking systems for voting equipment.
- Ability to accurately perform highly detailed work.
- Demonstrated communication, interpersonal, presentation, and problem solving skills.
- Highly developed customer service skills.
- Ability to work positively and effectively with the general public.
- Ability to lift objects weighing approximately 25 pounds.
- Must possess and maintain a valid Florida Driver's License.
- Must be a registered voter in the State of Florida prior to appointment (Chapter 98.271, Florida Statutes).

### **MANDATORY SPECIAL REQUIREMENTS:**

Able and available to work extended days and weekends as needed, with little or no advance notice, and perform related duties as assigned to meet the needs of the office.

**APPLY BY EMAIL ONLY: [JOBS@VOTESEMINOLE.ORG](mailto:JOBS@VOTESEMINOLE.ORG)**